

TITLE, SERIES, GRADE: Intelligence Specialist, GS-0132-15

PAY RANGE: 115,317.00 - 149,000.00

PROMOTION POTENTIAL (IF ANY): None

VACANCY ANNOUNCEMENT NUMBER: 08-CRM-RC-001

AREA OF CONSIDERATION: Government-wide (Status Candidates only) and all eligible surplus/displaced Federal employees in the local commuting area. Veteran's who are preference eligibles or who have been separated from the armed forces under honorable conditions after three (3) years or more of active service may apply.

OPENING DATE: Monday, July 21, 2008

CLOSING DATE: Monday, August 04, 2008

DUTY LOCATION: Criminal Division, Organized Crime and Racketeering Section, Washington, DC

NUMBER OF VACANCIES: 1 Position

JOB SUMMARY:

As the Intelligence Specialist for the Organized Crime and Racketeering Section (OCRS), the incumbent performs a range of advisory, policy, and coordination duties related to sharing, analyzing, and disseminating criminal and national security information on international organized crime, all in support of the organized crime prevention efforts of the Criminal Division and Department of Justice. This work requires significant coordination and planning with all of the member organizations of the Attorney General's Organized Crime Council, as well as a variety of components of the intelligence and inter-agency communities, and other federal, state, local, and particularly foreign law enforcement organizations. The incumbent's investigative, financial, research, and intelligence analysis responsibilities are directed to extremely complex and significant cases and disruption efforts, involving broad scope and numerous elements of difficulty. The incumbent has a pivotal role in planning, coordinating, overseeing, and providing technical expertise in the development of intelligence that will be used to disrupt and dismantle international organized crime groups through criminal prosecution and the use of non-law enforcement measures.

MAJOR DUTIES:

The incumbent plans, coordinates, and oversees the execution of intelligence sharing projects. This includes the development and coordination of an information sharing program for Intelligence Specialists located in each of the U.S. Attorneys Offices, as well as intelligence analysts from each of the member organizations of the Attorney General's Organized Crime Council and the intelligence community.

In furtherance of the information sharing program, the incumbent plans, coordinates, and oversees the sharing of:

- *Operational*, target-specific intelligence to federal, state and local law enforcement to support investigations and prosecutions involving the international organized crime targets;
- *Operational*, target-specific intelligence to non-law enforcement partners, including at the Departments of State and Treasury, to support the application of non-law enforcement measures to prevent international organized criminals from operating in the United States;
- *Strategic intelligence* to support the international organized crime targeting process as well as the consideration of national international organized crime enforcement priorities;
- Information with appropriate fusion centers in the United States; and foreign counterparts.

Defines the scope of intelligence projects, ensures critical information is shared, and oversees task groups that may be formed to facilitate the effective performance of those responsibilities.

Advises on significant developments within assigned areas of responsibility and their impact on the specific international organized crime targets, as well as the overall threat posed by international organized crime.

Advises OCRS on appropriate policy and operating procedures for information sharing, including those related to developing and overseeing compliance with the terms of sharing agreements.

Represents the Criminal Division in meetings and conferences both within the Department and with high ranking officials of other federal, state, local, and foreign agencies, regarding information sharing issues related to the United States' efforts to combat international organized crime.

Plans, coordinates, and oversees the sharing of operational, target specific intelligence (or "leads") for cases and disruption efforts of exceptional technical complexity involving multiple organizations and agencies.

Plans, coordinates, and oversees the preparation of comprehensive reports elaborating on findings and projections.

MANDATORY QUALIFICATIONS:

For eligible surplus/displaced employees, well qualified means an applicant must meet all minimum qualification requirements and score at the midrange level points against the ranking factors stated in the vacancy announcement

Applicants must possess one year of specialized experience equivalent to the next lower grade in the Federal service.

You must be a U.S. citizen to qualify for this position.

You must include your Social Security Number to qualify for this position. You must provide the last four digits of your Social Security Number (i.e., xxx-xx-0000).

SPECIALIZED EXPERIENCE is experience which is typically related to the position to be filled and which has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position.

EVALUATION:

QUALITY RANKING FACTORS (formerly known as KSAs): Applicants are encouraged to provide a separate narrative addressing each quality ranking factor.

1. Broad demonstrated experience and skill in performing and overseeing criminal, financial, and intelligence analysis related to criminal organizations, particularly international organized crime figures and groups.
2. Demonstrated experience and skill in working across organizational boundaries to develop cooperative relationships for information sharing, including working with other federal, state, local, and foreign counterparts.
3. Demonstrated experience developing policy and defining procedures related to inter-agency information sharing.
4. Ability to communicate effectively both verbally and in writing to internal and external organizations, including in an advisory capacity to senior leaders.

EVALUATION METHODS: Applicants will be evaluated according to the extent and quality of experience, education and training, type of official recognition received and supervisory appraisal of performance.

BENEFITS:

You may participate in the Federal Employees Health Benefits program, with costs shared with your employer. More info: <http://www.usajobs.gov/jobextrainfo.asp#FEHB>.

Life insurance coverage is provided. More info: <http://www.usajobs.gov/jobextrainfo.asp#life>

Long-Term Care Insurance is offered and carries into your retirement. More info: <http://www.usajobs.gov/jobextrainfo.asp#ltci>

New employees are automatically covered by the Federal Employees Retirement System (FERS). If you are transferring from another agency and covered by CSRS, you may continue in this program. More info: <http://www.usajobs.gov/jobextrainfo.asp#retr>

You will earn annual vacation leave. More info: <http://www.usajobs.gov/jobextrainfo.asp#VACA>

You will earn sick leave. More info: <http://www.usajobs.gov/jobextrainfo.asp#SKLV>

You will be paid for federal holidays that fall within your regularly scheduled tour of duty. More info: <http://www.usajobs.gov/jobextrainfo.asp#HOLI>

Under a special program, we may reimburse a part of your Federally insured student loan. Our human resources office can provide additional information on the program.

You can use Health Care Flexible Spending Accounts for expenses that are tax-deductible, but not reimbursed by any other source, including out-of-pocket expenses and non-covered benefits under their FEHB plans. More Info: <http://www.usajobs.gov/jobextrainfo.asp#FSA>

HOW TO APPLY:

You must submit your application so that it will be *received by the closing date of the announcement*.

Applicants must submit a resume, OR the Optional Application for Federal Employment (OF-612), OR any other written format chosen, including the SF-171. Applicants must also submit a separate statement addressing the Quality Ranking Factors listed above. Current Federally employed applicants must also submit a copy of your latest Notification of Personnel Action (SF-50), and copy of a performance appraisal issued within the last 12 months. If you are a status candidate and would like to be considered under competitive procedures, please annotate your resume, OF-612 or SF-171 indicating that you wish to be considered under both merit staffing promotion procedures and competitive procedures. If a statement is not included, status candidates will be considered only under merit staffing promotion procedures. Displaced and surplus federal employees must submit a copy of appropriate documentation of separation such as a RIF separation notice, or a separation certification letter issued by your agency or OPM which reflects that you will be separated or have been separated from your position.

If a Resume is submitted it must contain the following information: If submitting a resume all requested information as outlined in this vacancy announcement must be included. If pertinent information is omitted from the resume, it will result in non-consideration for this position.

- JOB INFORMATION--Announcement number, title and grade(s) of the job for which you are applying;
- PERSONAL INFORMATION--Full name, mailing address (with ZIP code), day and evening phone numbers (with area code), social security number, country of citizenship (Most Federal jobs require United States citizenship), veterans' preference, reinstatement eligibility (if requested, attach SF-50 proof of your career or career-conditional status, highest Federal civilian grade held (also give job series and dates held);
- EDUCATION--High school, name, city, and state (ZIP Code), date of diploma or GED, colleges and universities, name city and state (ZIP Code), majors. Type and year of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours). Send a copy of your college transcripts only if the job vacancy announcement requests it.

- **WORK EXPERIENCE**--give the following information for your paid and nonpaid work experience related to the job for which you are applying. (do not send job descriptions): job title (include series and grade if Federal job), duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month and year), hours per week, salary. Indicate if we may contact your current supervisor.
- **OTHER QUALIFICATIONS**--Job-related training courses (title and year). Job related skills, for example, other languages, computer software/hardware, tools, machinery, typing speed. Job-related certificates and licenses (current only). Job-related honors, awards, and specialized accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking and performance awards (Give dates but do not send documents unless requested).

Applications can be e-mailed to: CRIMINAL.CRMJOBS@USDOJ.GOV or faxed to 202-353-0775. For federally employed applicants e-mailing a resume, OF-612 or SF-171, you will need to fax a separate statement addressing the Quality Ranking Factors listed above, a copy of your latest Notification of Personnel Action (SF-50), and copy of a performance appraisal issued within the last 12 months. Displaced and surplus federal employees must also fax a copy of appropriate documentation of separation such as a RIF separation notice, or a separation certification letter issued by your agency or OPM which reflects that you will be separated or have been separated from your position. Although we are requesting that applications be sent via e-mail and/or fax, we are also accepting applications mailed through the postal service. Applications mailed through the postal service must be received by the closing date.

NOTE:

- Relocation expenses are not authorized.
- Veterans must submit a copy of their DD-214 or an SF-15 as proof of eligibility. Veterans claiming a 10-Point or 30 Point preference must submit a letter from the Department of Veteran's Affairs dated within the last twelve (12 months).
- All qualifications for this position must be met by the closing date.
- Applications that are e-mailed and/or faxed must be received by midnight of the closing date. Applications mailed through the postal service must be received by the closing date of this announcement.
- If submitting a resume all requested information as outlined in this vacancy announcement must be included. If pertinent information is omitted from the resume, it will result in non-consideration for this position.
- This is a permanent full-time position.
- Employment is contingent upon the satisfactory completion of a background investigation adjudicated by the Department of Justice. Failure to submit the requested information may result in a lower rating in the evaluation process. This position is subject to a drug test by urinalysis. Qualified applications will receive consideration without regard to race, color, national origin, religion, sex, age, marital status, disability, sexual orientation, or any other non-merit factor. The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced. This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please

notify the agency. Determinations on request for reasonable accommodation will be made on a case-by-case basis.

AGENCY CONTACT INFO:

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